Appendix B5: Form D (Episode of grief and bereavement counselling)



Pilot Community-based Palliative Care Client Data Collection Form D – Episode of Grief and Bereavement Counselling

- Australian Government Australian Institute of Health and Welfare
- This form should be completed by an agency staff member in conjunction with the Guidelines document.
- For clients accepted for care after the 5th of June 2006, this form should be completed by an agency staff member present at the initial contact.

An episode of grief & bereavement counselling is the period of time when the carer(s)/family/friends of the person with a life-limiting illness receives formal grief and bereavement counselling and associated support.

This form should be completed each time a service contact is provided to the client registered for grief and bereavement counselling by a service provider(s), who is employed or subcontracted by the palliative care agency. Volunteers providing care are not required to complete this form.

The client can only be the carer(s)/family/friends of the person with a life-limiting illness. The client may be an individual or a group of people from the carers/family/friends group. They are registered with the agency using their own client identifier.

ONSENT Tick the box to indicate that the privacy statement has been read or provided to the client and they have agreed that their information can be collected.		
Agency ID (supplied by the AIHW)		
Client ID		
Record the identifier assigned by your agency to the carer(s)/family/frien the carers/family/friends group.	ds. The client may be an individual or a group of people from	
Client (patient) ID		
Record the identifier assigned by your agency to the patient, if the patient was cared for by your agency and the identifier is known. The patient is the person who had the life-limiting illness.		
Episode of Grief and Bereaveme	nt Counselling Details	
1 Episode start date D D M M Y Y Y Y D D I I I I I I I I I I I I I I I I I I	Record the date on which the carer(s)/family/friends first received formal grief and bereavement counselling i.e. first service contact.	
2 Episode end date (if applicable) D D M M Y Y Y Y	 Record the date on which the carer(s)/family/friends last received formal grief and bereavement counselling i.e. last service contact. Leave blank if an episode of grief and bereavement counselling has not ended. 	
3 Date of death of patient (person with a life-limiting illness) (if known and applicable) D D M M Y Y Y Y Image: D Image: D	 Leave blank if the person with a life-limiting illness is not deceased. If known, record the date on which the person with a life-limiting illness died. For each date component (day, month, year) record the accuracy indicator. If the date component is accurate record 'A' in the appropriate 'accuracy indicator' box. If the date component is estimated record 'E' in the appropriate 'accuracy indicator' box. If the date component is scorrect, record 'A' in the appropriate 'accuracy indicator' box. If the date component is north is estimated, record 'E' in the appropriate 'accuracy indicator' box. For example if the day is correct, record 'A' in the 'day accuracy indicator' box, if the month is estimated, record 'E' in the 'month accuracy indicator' box, and if the year is unknown record 'U' in the 'year accuracy indicator' box. If a date component is unknown, an entry does not need to be made for that date component. If a date component is unknown, an entry does not need to be made for that date component. More the accuracy indicator' U' must be recorded.	

Pilot Community-based Palliative Care Client Data Collection — Form D Episode of Grief and Bereavement Counselling (Continued)

Service Contact Details & Date Summary

For each service contact during the episode of grief and bereavement counselling, provide the following information. Record the service contact details for a maximum of five (5) service contacts during the episode of grief and bereavement counselling.		
1a Service contact date	D D M M Y Y Y Y	
1b Session type Individual session 1 Group session 2	 Tick one box only. A group is defined as two or more persons receiving services at the same time from the same service provider. 'Group session' excludes the situation where individuals all belong to the same client group. In such cases, the service is being provided to the client group and as a result the session should be counted as an individual session. 	
1c Type of assistance provided Bereavement/grief counselling [] 1 Spiritual care [] 2 Social support [] 3 Other counselling (please specify) [] 8	 Tick one box only. 'Spiritual care' refers to care relating to the spirit or soul as distinguished from a person's physical condition. 'Social support' refers to assistance primarily directed towards meeting the person's need for social contact and/or accompaniment in order to participate in community life. 'Other counselling' includes marriage and family counselling. 	
1d Occupation of service provider Grief counsellor [] 1 Psychologist [] 2 Spiritual carer [] 3 Social worker [] 4 Other counsellor (please specify) 8	 Tick one box only. The service provider can only be someone who is employed by the palliative care agency or is subcontracted to provide services to clients on behalf of the agency. Volunteers are not included. A 'Grief counsellor' may be known as a bereavement counsellor. 'Spiritual carer' is often referred to as a pastoral carer, and may be a priest, Minister of religion, Aboriginal ceremonial celebrant, Buddhist monk or nun. 'Other counsellor' includes marriage and family counsellors 	
Is the service provider a specialist palliative care provider? Yes 1 No 2	 Tick one box only. A specialist palliative care provider is a provider who has completed training or has qualifications in providing care specifically to palliative care clients. 	
1e Contact method of service provider Face to face 1 Telephone 2 Written 3 Telehealth 4 Other method (please specify) 8	 Tick one box only. 'Face to face' contact includes one-to-one contact as well as contact made as a group i.e. two or more people. 'Written contact' is contact that is not of an administrative nature but is required for case management e.g. care notes for forwarding to other service providers at the end of an episode of palliative care. Written contact may include email or fax. 'Telehealth' is the delivery of health related services, enabled by use of technology without the need for travel. It includes videoconferencing, but does not include telephone contact. 	

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Pilot Community-based Palliative Care Client Data Collection — Form D Episode of Grief and Bereavement Counselling (Continued)

Service Contact Details & Date Summary

2a Service contact date	D D M M Y Y Y Y
2b Session type Individual session 1 Group session 2	 Tick one box only. A group is defined as two or more persons receiving services at the same time from the same service provider. 'Group session' excludes the situation where individuals all belong to the same client group. In such cases, the service is being provided to the client group and as a result the session should be counted as an individual session.
2c Type of assistance provided Bereavement/grief counselling 1 Spiritual care 2 Social support 3 Other counselling (please specify) 8	 Tick one box only. 'Spiritual care' refers to care relating to the spirit or soul as distinguished from a person's physical condition. 'Social support' refers to assistance primarily directed towards meeting the person's need for social contact and/or accompaniment in order to participate in community life. 'Other counselling' includes marriage and family counselling.
2d Occupation of service provider Grief counsellor 1 Psychologist 2 Spiritual carer 3 Social worker 4 Other counsellor (please specify) 8	 Tick one box only. The service provider can only be someone who is employed by the palliative care agency or is subcontracted to provide services to clients on behalf of the agency. Volunteers are not included. A 'Grief counsellor' may be known as a bereavement counsellor. 'Spiritual carer' is often referred to as a pastoral carer, and may be a priest, Minister of religion, Aboriginal ceremonial celebrant, Buddhist monk or nun. 'Other counsellor' includes marriage and family counsellors
Is the service provider a specialist palliative care provider? Yes 1 No 2	 Tick one box only. A specialist palliative care provider is a provider who has completed training or has qualifications in providing care specifically to palliative care clients.
2e Contact method of service provider Face to face 1 Telephone 2 Written 3 Telehealth 4 Other method (please specify) 8	 Tick one box only. 'Face to face' contact includes one-to-one contact as well as contact made as a group i.e. two or more people. 'Written contact' is contact that is not of an administrative nature but is required for case management e.g. care notes for forwarding to other service providers at the end of an episode of palliative care. Written contact may include email or fax. 'Telehealth' is the delivery of health related services, enabled by use of technology without the need for travel. It includes videoconferencing, but does not include telephone contact.

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Pilot Community-based Palliative Care Client Data Collection — Form D Episode of Grief and Bereavement Counselling (Continued)

3a Service contact date	D D M M Y Y Y Y
3b Session type Individual session 1 Group session 2	 Tick one box only. A group is defined as two or more persons receiving services at the same time from the same service provider. 'Group session' excludes the situation where individuals all belong to the same client group. In such cases, the service is being provided to the client group and as a result the session should be counted as an individual session.
3c Type of assistance provided Bereavement/grief counselling 1 Spiritual care 2 Social support 3 Other counselling (please specify) 8	 Tick one box only. 'Spiritual care' refers to care relating to the spirit or soul as distinguished from a person's physical condition. 'Social support' refers to assistance primarily directed towards meeting the person's need for social contact and/or accompaniment in order to participate in community life. 'Other counselling' includes marriage and family counselling.
3d Occupation of service provider Grief counsellor [] 1 Psychologist [] 2 Spiritual carer [] 3 Social worker [] 4 Other counsellor (please specify) 8	 Tick one box only. The service provider can only be someone who is employed by the palliative care agency or is subcontracted to provide services to clients on behalf of the agency. Volunteers are not included. A 'Grief counsellor' may be known as a bereavement counsellor. 'Spiritual carer' is often referred to as a pastoral carer, and may be a priest, Minister of religion, Aboriginal ceremonial celebrant, Buddhist monk or nun. 'Other counsellor' includes marriage and family counsellors
Is the service provider a specialist palliative care provider? Yes 1 No 2	 Tick one box only. A specialist palliative care provider is a provider who has completed training or has qualifications in providing care specifically to palliative care clients.
3e Contact method of service provider Face to face 1 Telephone 2 Written 3 Telehealth 4 Other method (please specify) 8	 Tick one box only. 'Face to face' contact includes one-to-one contact as well as contact made as a group i.e. two or more people. 'Written contact' is contact that is not of an administrative nature but is required for case management e.g. care notes for forwarding to other service providers at the end of an episode of palliative care. Written contact may include email or fax. 'Telehealth' is the delivery of health related services, enabled by use of technology without the need for travel. It includes videoconferencing, but does not include telephone contact.

Service Contact Details & Date Summary

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Pilot Community-based Palliative Care Client Data Collection — Form D Episode of Grief and Bereavement Counselling (Continued)

4a Service contact date	D D M M Y Y Y Y
4b Session type Individual session 1 Group session 2	 Tick one box only. A group is defined as two or more persons receiving services at the same time from the same service provider. 'Group session' excludes the situation where individuals all belong to the same client group. In such cases, the service is being provided to the client group and as a result the session should be counted as an individual session.
4c Type of assistance provided Bereavement/grief counselling 1 Spiritual care 2 Social support 3 Other counselling (please specify) 8	 Tick one box only. 'Spiritual care' refers to care relating to the spirit or soul as distinguished from a person's physical condition. 'Social support' refers to assistance primarily directed towards meeting the person's need for social contact and/or accompaniment in order to participate in community life. 'Other counselling' includes marriage and family counselling.
4d Occupation of service provider Grief counsellor [] 1 Psychologist [] 2 Spiritual carer [] 3 Social worker [] 4 Other counsellor (please specify) 8	 Tick one box only. The service provider can only be someone who is employed by the palliative care agency or is subcontracted to provide services to clients on behalf of the agency. Volunteers are not included. A 'Grief counsellor' may be known as a bereavement counsellor. 'Spiritual carer' is often referred to as a pastoral carer, and may be a priest, Minister of religion, Aboriginal ceremonial celebrant, Buddhist monk or nun. 'Other counsellor' includes marriage and family counsellors
Is the service provider a specialist palliative care provider? Yes 1 No 2	 Tick one box only. A specialist palliative care provider is a provider who has completed training or has qualifications in providing care specifically to palliative care clients.
4e Contact method of service provider Face to face 1 Telephone 2 Written 3 Telehealth 4 Other method (please specify) 8	 Tick one box only. 'Face to face' contact includes one-to-one contact as well as contact made as a group i.e. two or more people. 'Written contact' is contact that is not of an administrative nature but is required for case management e.g. care notes for forwarding to other service providers at the end of an episode of palliative care. Written contact may include email or fax. 'Telehealth' is the delivery of health related services, enabled by use of technology without the need for travel. It includes videoconferencing, but does not include telephone contact.

Service Contact Details & Date Summary

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Pilot Community-based Palliative Care Client Data Collection — Form D Episode of Grief and Bereavement Counselling (Continued)

Service Contact Details & Date Summary

5a Service contact date	D D M M Y Y Y Y
5b Session type Individual session 1 Group session 2	 Tick one box only. A group is defined as two or more persons receiving services at the same time from the same service provider. 'Group session' excludes the situation where individuals all belong to the same client group. In such cases, the service is being provided to the client group and as a result the session should be counted as an individual session.
5c Type of assistance provided Bereavement/grief counselling 1 Spiritual care 2 Social support 3 Other counselling (please specify) 8	 Tick one box only. 'Spiritual care' refers to care relating to the spirit or soul as distinguished from a person's physical condition. 'Social support' refers to assistance primarily directed towards meeting the person's need for social contact and/or accompaniment in order to participate in community life. 'Other counselling' includes marriage and family counselling.
5d Occupation of service provider Grief counsellor [] 1 Psychologist [] 2 Spiritual carer [] 3 Social worker [] 4 Other counsellor (please specify) 8	 Tick one box only. The service provider can only be someone who is employed by the palliative care agency or is subcontracted to provide services to clients on behalf of the agency. Volunteers are not included. A 'Grief counsellor' may be known as a bereavement counsellor. 'Spiritual carer' is often referred to as a pastoral carer, and may be a priest, Minister of religion, Aboriginal ceremonial celebrant, Buddhist monk or nun. 'Other counsellor' includes marriage and family counsellors
Is the service provider a specialist palliative care provider? Yes 1 No 2	 Tick one box only. A specialist palliative care provider is a provider who has completed training or has qualifications in providing care specifically to palliative care clients.
5e Contact method of service provider Face to face 1 Telephone 2 Written 3 Telehealth 4 Other method (please specify) 8	 Tick one box only. 'Face to face' contact includes one-to-one contact as well as contact made as a group i.e. two or more people. 'Written contact' is contact that is not of an administrative nature but is required for case management e.g. care notes for forwarding to other service providers at the end of an episode of palliative care. Written contact may include email or fax. 'Telehealth' is the delivery of health related services, enabled by use of technology without the need for travel. It includes videoconferencing, but does not include telephone contact.

Thank you for completing this form.